



United States  
Office of Personnel Management

# **FWS Job Grading Standard for**

# **Custodial Worker**

**3566**

**Workforce Compensation & Performance Service  
Office of Classification Programs  
December 1997, HRCD-4**

## WORK COVERED

This standard is to be used for grading jobs made up of janitorial and custodial work, such as sweeping, scrubbing, and waxing floors; washing windows and walls; dusting and polishing furniture and fixtures; and emptying waste cans. Work is done by hand or with powered equipment. This standard should not be used to grade jobs requiring the operation of a street sweeper or similar equipment.

## TITLES

Jobs covered by this standard are to be titled *Custodial Worker* unless prior approval is granted by the U.S. Office of Personnel Management for other titles. Such approval must be requested by the headquarters of the appropriate agency.

**3566-1****Custodial Worker, Grade 1****3566-1**

*General:* WG-1 Custodial Worker do a variety of cleaning tasks which require light physical effort, and involve the use of hand or lightweight powered cleaning equipment. Specific instructions are provided on what to clean and the methods to use.

The WG-1 Custodial Worker does several or all of the following duties:

1. Cleans offices, storerooms, corridors, stairways, dormitories, hospital rooms and wards, and other areas. Sweeps, dry mops, scrubs, waxes and polishes floors, using brooms, mops, lightweight vacuum cleaners, and lightweight floor scrubbers and buffers. Dusts, waxes, and polishes furniture. Empties ashtrays and wastebaskets. Polishes door knobs and other metal fixtures. Washes walls, windows, and blinds that can be reached without climbing ladders or scaffolds. In living quarters and hospital rooms and wards, makes beds and changes linens. Collects soiled linen and places it at a pickup point. Receives clean linen and delivers it where directed, using a handtruck.
2. Keeps restrooms in clean., orderly, and sanitary condition. Sweeps, scrubs, and waxes floors. Cleans, disinfects, and deodorizes lavatories, urinals, and toilet bowls. Cleans mirrors, sinks, and water fountains. Dusts ledges and woodwork. Replaces deodorizers, toilet tissue, hand towels, and soap. Notes condition of restroom and reports to supervisor broken windows, water leaks, clogged drains, and other conditions requiring maintenance.
3. Keeps a stock of cleaning materials and equipment needed to do the work. Tells supervisor when more materials are needed or when equipment is in need of repair or replacement. Skill and Knowledge: The WG-1 Custodial Worker needs basic abilities and knowledges, which generally require no job training or previous work experience (read signs, follow simple oral and written instructions, move around well enough to work safely, lift and move lightweight objects). He must be able to use common cleaning tools

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and lightweight vacuum cleaners. In addition, the WG-1 Custodial Worker may use powered waxers and buffers, which require a short training period.

*Responsibility:* The worker receives specific instructions for each new task, and is usually not required to use judgment, since his work is scheduled for him and is checked upon completion.

*Physical Effort:* The work at the WG-1 level involves light physical effort, such as that involved in using vacuum cleaners and dry mops; running lightweight powered scrubbers and buffers; continually standing, bending, stooping, and reaching; frequently lifting and emptying wastebaskets; frequently pushing carts loaded with dirty laundry or waste paper; and occasionally lifting and carrying items weighing up to about 9 kilograms (20 pounds).

*Working Conditions:* The WG-1 Custodial Worker works indoors, in areas which normally have adequate heat, light and ventilation. He is exposed to dirt and disagreeable odors. Normally, there is a chance only of minor injuries (cuts, bruises).

**3566-2****Custodial Worker, Grade 2****3566-2**

*General:* WG-2 Custodial Worker do work which involves higher levels of skills, knowledges, responsibility, physical effort, or working conditions than those described at the WG-1 level of this standard. Normally, more than one factor must be involved, although it is possible for a major difference in a single factor to affect the overall level of the whole job.

*Situations and Factor Descriptions:* The following three situations are typical of the WG-2 level:

*Situation No. 1:*

Scrubs, strips, waxes, and polishes floors using heavy (industrial-type) powered scrubbers and buffers. Washes walls, using powered wall washing machine. Vacuum cleans rings, using heavy (industrial-type) vacuum cleaner. Adjusts, cleans, and oils these machines, and changes brushes, rollers, buffers, and other attachments on them. Washes and replaces venetian blinds, and washes ceiling fixtures and room partitions, using ladders and scaffolds. Moves heavy furniture, supplies, and equipment.

*Skill and Knowledge:* This work requires, in addition to the skills and knowledges typical of WG-1, the physical ability to handle and control heavy powered equipment, and to do minor maintenance on this equipment.

*Responsibility:* The WG-2 Custodial Worker must use heavy equipment safely. Supervision, instructions, etc., are the same as at WG-1.

*Physical Effort:* The WG-2 Custodial Worker in this situation must move and control heavy equipment, carry and set up ladders and scaffolding, and work from ladders and scaffolds. Frequently, he must lift and move objects weighing about 18 kilograms (40 pounds), and occasionally objects weighing over 23 kilograms (50 pounds).

*Working Conditions:* The WG-2 Custodial Worker usually works indoors, in areas which normally have adequate heat, light, and ventilation. He is exposed to vibration from heavy equipment and to skin irritations from strong cleaning solutions used in stripping floors, etc. Care is required to avoid serious injuries when working on ladders and scaffolds and when using heavy powered equipment.

*Situation No. 2:*

Does the full range of cleaning duties in an assigned area (building, hospital ward, etc.), following general instructions on the work to be done. Uses various preparations to clean and maintain linoleum, wood, marble, and various kinds of floor, wall, and ceiling surfaces.

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Removes stains from a variety of surfaces, using chemicals and cleaning solutions. Occasionally works on ladders and scaffolds to change light bulbs, replace venetian blinds, wash walls, etc. Runs powered cleaning equipment, cleans and oils it, and changes brushes and accessories.

*Skill and Knowledge:* Working alone, the WG-2 Custodial Worker must be able to do all cleaning duties on his own and without instruction. He must know the proper uses of a variety of special cleaning and sanitizing solutions, and must be able to remove different kinds of stains from a wide variety of surfaces. In addition, he must be able to clean and make adjustment.

*Responsibility:* The WG-2 Custodial Worker in this situation gets only general supervision, and gets only general instructions on what is to be done.

*Physical Effort:* Moderately heavy physical effort is used occasionally in moving, setting up, and working from ladders and scaffolds. Use of heavy powered cleaning equipment (wall washers, industrial-type buffers) is required, but not on a continual basis. Overall, the physical effort in this situation exceeds the WG-1, but is not as frequently exerted as in Situation No. 1 of this (WG-2) level.

*Working Conditions:* The WG-2 Custodial Worker usually works indoors, in areas which normally have adequate heat, light, and ventilation. Occasionally, the worker is exposed to skin irritations from strong cleaning solutions used in stripping floors, etc., and to serious injuries (e.g., broken bones) from falls from ladders and scaffolds.

*Situation No. 3:*

In shops, keeps an area clean and in order. Sweeps and wet mops floor, and removes oil, hydraulic fluid, grease, and other spilled liquids. Moves heavy boxes, crates, parts, or other obstacles in order to clean up the area, and picks up scraps of wood, metal and other material. Removes scrap and trash cans from area to central pickup point. Wipes benches, machinery, etc., as directed.

*Skill and Knowledge:* Same as at WG-1.

*Responsibility:* Same as at WG-1.

*Physical Effort:* The WG-2 Custodial Worker in this situation occasionally lifts and moves objects weighing over 23 kilograms (50 pounds) (scrap and trash cans, crates, parts, etc.). He puts forth moderately heavy physical effort in mopping or scraping or from floors.

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*Working Conditions:* The WG-2 Custodial Worker usually works indoors, in areas which normally have adequate heat, light, and ventilation. He is continually exposed to dust, dirt, and grease, and standing on concrete floors. Care is frequently required to avoid serious injuries (e.g., broken bones) from machinery, vehicles, etc.